

SA/06

Electrical Safety Policy

PN:10

“Our policies embed our culture, establish boundaries and outline our operating expectations. They have been agreed by our Board(s) as best practice documents for the Group’s decision making.”

1. Policy Statement

ateb Group Limited is committed to maintaining the Health and Safety of employees, customers, and members of the public. The Group recognises the potential health risks associated with electricity in work premises and in housing. The Group will take all reasonable steps to ensure customers, employees and members of the public are not put at risk from the effects of electric shocks, burns, fires, arcing or explosions at premises owned and managed by the Group.

The Group takes its duties, under the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations, seriously and will ensure that appropriate policies and processes are in place to manage the duties owed to customers, employees and other stakeholders.

Approval Date	Lead Contact	Review Date
30/07/2020	Maintenance and Compliance Manager	July 2023

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2. Principles

Potential risks associated with electricity are significant and include death or injury to any person from electric shock, electric burn, fires of electrical origin, electric arcing and explosions initiated or caused by electricity rising out of faults in, or misuse of, domestic appliances or electrical installations.

The purpose of this document is to demonstrate ateb Group Limited's commitment to ensuring its employees, tenants and the public are not knowingly exposed to any risks that would affect their safety. The documents covered by this Corporate Policy will provide guidance and specific instructions for all Group employees and external contractors, whilst undertaking electrical works. This is with the aim of satisfying the legal duties of all current and relevant statutory Regulations. The work as detailed within contract specifications may also include other aspects which will assist the Group in satisfying its duty of care to its tenants, employees, and the public.

This policy applies to all ateb Group properties, and all work undertaken in these properties on the Group's behalf.

This policy will apply to all Group employees and contractors undertaking electrical work and using electrical equipment on the Group's behalf and anyone likely to be put at risk from work at those properties.

Electrical work contract specifications as compiled will include the Health and Safety Policy and the operational processes of the Group.

This policy is supported by operational process maps **PS04-05** for the delivery of the Electrical Installation Condition Report (EICR) and In-Service Inspection and Testing of Electrical Equipment (PAT) programmes.

Electrical Testing, Inspection and Remedial Works

The Group's aim is to maintain 100% compliance in regard to assets with completed EICR's at intervals not exceeding 5 years.

EICR's will be undertaken at each change of tenancy, resetting the 5-year cycle for those properties.

Where electrical installations have been found to have danger present this shall be immediately rectified.

Where electrical remedial works have been recommended, to ensure a 'satisfactory' condition status, these will be completed within a maximum 90-day period from completion of the report.

Strategic Asset Management

In cases where major works are identified through the EICR programme or reactive repairs, works shall be added to a programme for completion at the earliest opportunity in line with the Group Strategic Asset Management Policy.

The cycle for replacing full electrical installations is set in accordance with the Group Strategic Asset Management Policy.

All electrical work carried out in Group owned properties is to be designed, erected, and tested to BS7671 (as amended) by competent persons.

In-Service Electrical Equipment Testing, Inspection and Replacement

All Group owned in-service electrical equipment shall be inspected and tested (PAT) within:

- Offices
- Building communal areas
- Houses of multiple occupancy
- Operational facilities and vehicles
- Supported housing
- Individual dwellings

In-service electrical equipment will need to be identified and recorded, by duty holders within certain property types, to ensure that all equipment is available to the test engineer during scheduled visits.

The Group will hold a central register of all in-service electrical equipment to identify:

- Equipment identification / asset number
- Description

- Latest inspection and test date
- Next inspection and test due date

Initial PAT testing frequencies shall be in line with the equipment manufacturer's guidelines and the IET Code of Practice for In-service Inspection and Testing of Electrical Equipment. The test engineer will fix the next due dates for Group owned electrical equipment.

The test engineer will check the Electrical Safety-First product recalls listings and report any recall issues to the Compliance Team and property duty holder.

Group owned electrical equipment will be inspected and tested at each change of tenancy resetting the cycle for the equipment at those properties.

Group staff will only procure and supply electrical equipment for use in the workplace that has a visible CE marking together with a Declaration of Conformity, relating to relevant product safety Directives, and end-user instructions.

Legislation and Standards

Building Regulations 2010 (including Approved Document P, Electrical Safety in Dwellings).

Schedule 1, Part P of the Building Regulations 2010 requires *that "reasonable provision shall be made in the design and installation of electrical installations in order to protect persons operating, maintaining or altering the installations from fire or injury"*.

The Group will achieve this by ensuring its specifications for building and modifying properties comply with current building regulations and are adhered to by competent persons.

The Electricity at Work Regulations 1989

Regulation 5 of the Electricity at Work Regulations 1989 requires that *"The workplace and the equipment, devices and systems to which this regulation applies shall be maintained (including cleaned as appropriate) in an efficient state, in efficient working order and in good repair"*. These requirements are absolute and must be met regardless of cost. Duty Holder's for the Group will risk assess and maintain electrical equipment and installations as to prevent danger and ensure that staff and contractors completing electrical work are competent to do so.

Landlord and Tenant Act 1985

Section 11 of the Landlord and Tenant Act 1985 requires that landlords *"...keep in repair and proper working order the installations in the dwelling house for water, gas and electricity..."*

The Group will achieve this by ensuring electrical installations in each property are suitably tested, maintained, and repaired as required.

Health and Safety at Work etc. Act 1974

There are two sections of the Health and Safety at Work Act 1974 relevant to this context of electrical safety:

Section 2 (1)

“It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees”.

This means that we will maintain, so far as is reasonably practical, the workplace in a condition such that it is safe and does not put employees at risk.

Section 3 (1)

“It shall be the duty of every employer to conduct his undertaking in such a way so as to ensure, so far as reasonably practicable, that persons not in his employment, who may be affected thereby, are not thereby exposed to risks to their health or safety”.

This means that we will ensure, so far as is reasonably practicable, our housing stock (its business activity) does not cause harm to its tenants/customers (non-employees).

The Management of Health and Safety at Work Regulations 1999

The above regulations, in general terms, require us to:

- Assess the risk of Health and Safety of all employees and to anyone who may be affected as a result of work undertaken.
- Endeavour to provide comprehensive information, instruction, training, and supervision with the aim of ensuring, so far as is reasonably practicable, the health and safety at work of every employee or person so affected.
- Risk assess all work activities.

The Electrical Equipment (Safety) Regulations

The above regulations, in general terms, require us ensure that any electrical appliances provided as part of a tenancy or management agreement are safe when first supplied.

The Group will achieve this by carrying out in-service inspection, testing, repair, or replacement of any electrical equipment provided as part of a tenancy or management agreement.

British Standard IET Wiring Regulations BS7671 (as amended)

British Standards are not a legal requirement but may be used as a benchmark to ensure that adequate standards are adhered to and may be referred to in Court when comparing what actions, a business has or has not done.

Group electrical specifications for building and modifying properties require installations to be designed, erected, and tested to BS7671 (as amended) by competent persons.

We have incorporated the above requirements into our electrical safety processes to ensure, in so far as is reasonably practicable, the safety of our employees, tenants and the public when carrying out duties under this policy.

3. Responsibilities

Group

This is a Group Policy which applies to all companies within the Group structure.

All Companies within the Group are responsible for ensuring the policy is available to their customers, stakeholders, and employees and for ensuring appropriate training, support and guidance is given on its application and use.

Board of Management

Responsibility for electrical safety lies ultimately with the Group's Board of Management. They are ultimately responsible for ensuring our customers and employees are safe-in their homes and places of work. The Board satisfies this responsibility by delegating duties to the Chief Executive who is responsible for ensuring that adequate resources are made available to enable the objectives of this policy to be met.

Key persons

Group Chief Executive

Key responsibilities:

- Effective operation of the Corporate Electrical Safety Policy across the Group as a whole.
- Adequate resources are made available to both develop and implement appropriate procedures.
- Enable responsibilities to be effectively delegated.

Executive Director (Customer) and Executive Director (Property)

Key responsibilities:

- Interface with Corporate Delivery Group.
- Reporting to Chief Executive and Safety Team.
- Ensure the Corporate Electrical Safety Management Policy for the Group's domestic rented accommodation, commercial responsibilities and shared spaces is applied, and electrical safety management systems and procedures are in place, maintained, monitored, and reviewed.

Maintenance & Compliance Manager

Key responsibilities:

- Management of electrical related performance and monitoring
- Reporting on performance corporately
- Responsible for the implementation of the policy and to ensure sufficient resources are available
- Responsible for setting and updating process maps
- Financial provision and budget responsibility for repairs
- Monitor and report on electrical safety compliancy
- Plan and deliver the Electrical Installation Condition Report (EICR) programme
- Responsible for ensuring that all contractors and ateb operatives undertaking work in accordance with this policy are appropriately qualified and trained to do such work
- To monitor the quality of services provided by contractors and operatives ensuring compliance with contract conditions.
- Provide technical advice across the Group as required

Effective management of:

- Reporting problematic access.
- Escalating identified vulnerability issues.
- Mutual exchanges and void property electrical work.

Customer Support Manager

Key responsibilities:

- Access escalation case management.
- Vulnerability case management.
- New tenant handover (certification).

Property Services Manager

Key responsibilities:

- Responsible for the implementation of the policy across development and planned maintenance projects.
- Ensuring all new properties are only accepted with full and complete certification in accordance with this policy.
- Dissemination of information and certification from development and planned maintenance teams.
- Financial provision and budget responsibility for development and planned maintenance.
- To monitor the quality of services provided by contractors ensuring compliance with contract conditions.
- Provide technical advice across the Group as required.

Health & Safety Adviser

Key responsibilities:

- Carry out Health and Safety audit inspections.
- Report any electrical work-related accident/incident or failures to comply with the health and safety policy by either employer or employee.
- Submit recommendations in relation to Electrical Safety policy to the Executive Management Team and Board of Management if necessary.

Maintenance & Compliance Coordinator

Key responsibilities:

- Responsible for liaison with staff, customers, contractors, suppliers, and other stakeholders.
- Provision of electrical related performance and monitoring data.
- Monitoring the Group's National Inspection Council for Electrical Installation Contracting (NICEIC) enrolment expiry / renewal dates and completing building control notifications for electrical work.
- Verification of contractors and operatives.
- Ensuring the integrity of certification, reviewing, and updating electrical records on the database.
- To monitor the quality of services provided by contractors and operatives.
- To recommend specification/contract changes.
- Provide technical advice across the Group as required.
- Administration functions.
- Responsible for ensuring property and appliance lists are updated.

Mechanical & Electrical Supervisor

Key responsibilities:

- Responsible for the **Electrical Services Team**.
- Responsible for delivering the works in process maps.
- Provide technical advice across the Group as required.
- Liaison with staff, customers, contractors, suppliers, and other stakeholders.

Electrical Team Leader

Key responsibilities:

- To assume the QS role in relation to the Group's National Inspection Council for Electrical Installation Contracting (NICEIC) enrolment.
- To lead the **Electrical Services Team** providing technical field support and guidance.
- To provide technical advice to the Mechanical & Electrical Supervisor, Maintenance & Compliance Manager, Compliance Team, and other Group staff as required.

All Managers & Employees

Key responsibilities:

- Responsible for electrical installations and equipment in their areas of control and responsibility.
- Responsible for attending training opportunities, reading the policy, following processes, safe systems of work, method statements and reporting any concerns to supervisors and managers.
- Leadership responsibilities, in line with the ateb Vision, within the boundaries of this policy, and report any accidents / incidents / near misses and operational concerns to supervisors and managers.

Customers

Key responsibilities:

- Responsible for providing access, in line with their tenancy agreement obligations, for the inspection, testing, repair and installation of electrical systems and appliances in their homes.
- Reporting any concerns to ateb.
- Not undertaking any electrical works in their home without approval from ateb

Other Stakeholders

Key responsibilities:

- Contractors to comply with any contract specifications provided by the Group in carrying out electrical work.
- Third party quality assurance electrical auditing partners to provide agreed services in line with ateb contract specifications (see Section 5. Quality Control Process).
- Electrical Competent Person Scheme providers (e.g. NICEIC) undertake monitoring inspections, of all enrolled businesses to ensure they are applying electrical competence and investigate complaints about enrolled businesses from the public.

4. Control

The **Maintenance & Compliance Manager** is the lead contact for this policy and for ensuring it remains operationally effective. This policy is a dynamic document and will be amended as required following service reviews or changes to the operating environment.

The Maintenance & Compliance Manager will review this policy every 3 years. Changes to legislation or regulatory requirements will mean a review may need to take place sooner. Board approval will be obtained before any amendments are published and employees will receive refresher training as applicable.

5. Links to Other Documents

The requirements for a robust Electrical Safety Management system and Maintenance system are clearly defined in the Management of Health and Safety at Work Regulations together with the Health and Safety at Work Act and other regulations made under this Act.

To safely manage these and other regulations the Group will ensure that in addition to this policy the following policies/procedures/processes are adopted across the Group and are continuously reviewed and amended as required.

Specific Contractor Instruction

This is detailed within stage 1 of the ateb Group Electrical Installation Condition Reports (EICR) and In-Service Inspection & Testing of Electrical Equipment (PAT) Process Maps and its purpose is to provide guidance and specific instructions for all Group employees and external contractors, whilst undertaking electrical work on behalf of the Group. This is with the aim of satisfying the legal duties under the current Regulations, as listed above.

Electrical Work Specifications – ateb Group Limited to Main Contractor

All Contractors undertaking works in connection with this policy must have a signed and in date contract including a complete specification of works in accordance with the relevant electrical regulations and standards. Where the contractor identifies gaps or errors in the specification, they are to immediately inform ateb. No contractor should undertake electrical work without an in-date contract with appropriate specification requirements. The work detailed within specifications may also include other aspects that will assist the Group in satisfying its duty of care to its tenants.

Electrical Work Specifications – ateb Group Limited employees

Specification for the in-house provision of electrical contract works will be provided through Process Maps, safe systems of work (e.g. method statements) and procedural guidance documentation.

Process for Qualifying Contractors and Operatives

This is detailed within stage 1 and 5 of the ateb Group EICR and PAT Process Maps. The Group will ensure that the employees or contractors it intends to use are competent for the type of electrical work they are expected to undertake and belong to a recognised electrical competent persons scheme.

After completion of competence evaluations, a register of all Group employees and contractors employed on the above work will be kept on electronic file. Copies of current competent person scheme enrolments, insurance certificates, operative's qualifications, will be kept by the **Procurement Manager** and/or the **Compliance Team** and details will be checked regularly and updated annually as detailed in the process map.

Process for Uniformity of Documentation

This is detailed within stage 3 of the ateb Group EICR and PAT Process Maps and is intended to provide guidance for employees and contractors to identify all electrical compliance documentation utilised by the Group and to ensure that all documents used are and remain fit for the purpose.

To demonstrate that operatives and contractors have carried out the design, construction, inspection and testing of electrical installations in accordance with BS7671, the Group will have in place uniform documentation and paperwork that will allow positive records to be completed for confirmation and future reference.

Unsafe Situations Process

This is detailed within stage 3 of the Group EICR and PAT Process Maps and is intended to provide guidance for employees and contractors to follow when dealing with situations whereby immediate electrical danger is present.

Process for Gaining Access

This is detailed within stage 2 and 3 of the ateb Group EICR and PAT Process Maps and is intended to provide guidance for all employees and contractors involved in the process to follow; to demonstrate that all reasonably practicable steps to gain access to tenanted properties has been undertaken.

The basic steps and who is responsible are detailed below:

Planned appointment – **Compliance Team**

Personal visits – **Tenancy & Community Management Team**

Legal Options – **Company Solicitor / Tenancy & Community Management Team**

The Group will inspect and test the safety of all Group owned electrical installations and appliances that the tenant cannot legally remove.

Voids Process

This is detailed within stage 3 of the ateb Group Landlord Electrical Installation Condition Reports EICR and PAT Process Maps and is to be followed by Group employees and contractors to ensure that in the case of a tenant vacating a property, the electrical installation is safe before the property is re-let.

Mutual Exchange Process

This is detailed within stage 3 of the ateb Group EICR and PAT Process Maps and is to be used as a guide for Group employees and contractors to ensure that in the case of a tenant vacating/exchanging a property that the electrical installation is safe before the property is re-let.

On or before the first official occupancy day of the property a full EICR will be undertaken. The tenant will also be given instruction on the safe use of any appliances and controls provided at the property.

Quality Control Process

This is detailed within stages 4 and 5 of the ateb Group EICR and PAT Process Maps and is intended to provide the Group with a systematic approach to QC that is both efficient and effective, and the results clearly demonstrated and documented. The Group will ensure it has QC processes that monitor and record the quality of electrical operatives working within Group domestic premises.

This process will also allow the Group to demonstrate its duty to the Health and Safety at Work Act and the Management of Health and Safety at Work Act. Samples of electrical operatives' design, construction, inspection and testing of electrical

installations will be subject to a formal audit on standards of workmanship to ensure that contract specifications and safe systems of work are being met.

Process for Storage and Retrieval of Landlords Electrical Certification

This is detailed within stage 3 of the ateb Group EICR and PAT Process Maps and is to be used as a guide for Group employees.

The purpose of this document is to provide guidance for Group employees to follow when dealing with electrical certification, especially in the vetting, storage, and retrieval of all EICR's.

Other Document Links

Internal

- Health & Safety Policy
- Strategic Asset Management Policy
- Reactive Repairs Policy
- EICR and PAT Process Maps **PS04-05**
- EICR Contract Specification
- Third Party Quality Assurance Auditing Contract Specification
- Ateb Electrical Documentation Review Checklist

External

- The Building Regulations 2010 (including Approved Document P, Electrical Safety in Dwellings)
https://www.labc.co.uk/sites/default/files/approved_document_p_2006_edition_with_2010_amendments_wales_only.pdf
- The Electricity at Work Regulations 1989: Guidance on the Regulations
<https://www.hse.gov.uk/pUbns/priced/hsr25.pdf>
- Landlord and Tenant Act 1985 <http://www.legislation.gov.uk/ukpga/1985/70>
- Health and Safety at Work etc. Act 1974
<http://www.legislation.gov.uk/ukpga/1974/37/contents>
- The Management of Health and Safety at Work Regulations 1999
<http://www.legislation.gov.uk/uksi/1999/3242/contents/made>
- British Standard IET Wiring Regulations BS7671
<https://electrical.theiet.org/bs-7671/>
- Electrical Safety First Best Practice Guides
<https://www.electricalsafetyfirst.org.uk/professional-resources/best-practice-guides/>
- Electrical Safety-First Product Recall Listings
<https://www.electricalsafetyfirst.org.uk/product-recalls/>

- IET - Code of Practice for In-Service Inspection and Testing of Electrical Equipment
- HSE INDG236: 'Maintaining portable electrical equipment in offices and other low risk environments'
<https://www.hse.gov.uk/pubns/indg236.pdf>
- Electrical Safety First: 'Landlords' Guide to Electrical Safety'
https://www.electricalsafetyfirst.org.uk/media/1607/landlords-guides-england_wales-2016.pdf

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Electrical Safety Policy

Additional help

Contact our customer team
quoting the policy reference:

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Version History

Ver.	Date	Changes
1	30/07/2020	Approved by Board
2		
3		